

Statement of Deficiencies

1507-A: Daily Attendance Records - Children

Not Met

1507-A: A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, and first and last name of person or entity to whom the child is released;
2. accurately reflect children on the center premises at any given time; and
3. be used to sign in and out if a child leaves and returns to the center during the day.

Finding:

1507-A Based on record review/interview(s) on 1/19/17 the center lacked documentation of a daily attendance record for children that included the time of arrival and departure of each child and the first and last name of the person to whom the child was released. Specialist asked S1 about children attendance and S1 stated that they usually know which kids are here. They are charged a flat rate whether they come everyday or not so she did not think she needed to keep an attendance record.

1507-B: Daily Attendance Records - Staff and Owners

Not Met

1507-B: A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times;
2. accurately reflect the staff members and owners on the center premises at any given time; and
3. be used to document staff members and owners who leave and return to the center during the day

Finding:

1507-B Based on record review/interview(s) on 1/19/17 S1 did not maintain documentation of a daily attendance record for Staff and Owners, to include the time of arrival and departure. S1 stated that she comes daily and she knows who is here and who is not. If someone is not she adjust their time sheet but there is not an attendance record for the staff that she keeps and maintain.

1507-F: Daily Attendance Records maintained

Not Met

1507-F: Daily attendance records shall be maintained for three years.

Finding:

1507-F Based on record review/interview(s) on 1/19/17 the center did not maintain documentation of a daily attendance records for 3 years as evidence by S1 stated that she has never kept a daily attendance record.

1509-A.5: Complaint Policy

Not Met

1509-A.5: Complaint Policy

Parents shall be advised of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

Finding:

1509-A.5: Based on record review the center did not have a policy/procedure to advise Parents of the licensing authority of the Licensing Division along with the current telephone number and email address. Parents shall also be advised that they may call or write the Licensing Division should they have significant, unresolved licensing complaints.

1509-A.7: Parental Involvement Policy

Not Met

1509-A.7: Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

Finding:

1509-A.7 Based on record review on 1/19/17 the center did not have a policy offering Parents a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or parent or grandparent's day.

Statement of Deficiencies

1509-A.8.c: Behavior Management Policy - Time Out

Not Met

1509-A.8.c: Time Out

Time out shall not be used for children under age 2.

A time out shall take place within sight of staff.

The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age. For children over age six, a time out may be extended beyond 1 minute per year of age, if a signed and dated statement, including a maximum time limit, from the parent granting such permission, is on file at the center.

Finding:

1509-A.8.c Based on record review on 1/19/17 the center did not have a Time Out policy as part of their Behavior Management Policy that clearly states ALL Time Out procedures that are used and all that are prohibited. The center's policy did state that the time out method will be used for disciplining and the period of time out will be appropriate for his or her age level. The policy failed to state that time out shall not be used for children under 2, nor did it state that it should be in front of a staff member and how the time out procedure is calculated according to age not to exceed 1 minute per year of age.

1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Finding:

1509-A.9 Based on record review on 1/19/17 the center did not have a written Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day.

1509-A.10: Computer Practices Policy

Not Met

1509-A.10: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Finding:

1509-A.10 Based on record review on 1/19/17 the center did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

1509-A.11: Programs, Movies and Video Games Policy

Not Met

1509-A.11: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older.
 - ii. "T" and "M" rated games are prohibited.

Finding:

1509-A.11 Based on record review on 1/19/17 the center did not have a Programs, Movies and Video Games Policy requiring: Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization. Any programming with a rating more restrictive than PG is prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited.

Statement of Deficiencies

1511-A.3: Receiving and Releasing Children procedure

Not Met

1511-A.3: An early learning center shall establish in writing and implement procedures for: Receiving and releasing a child from the center.

Finding:

1511-A.3 Based on record review on 1/19/17 the center did not have a written and implemented procedure for receiving and releasing a child from the center.

1711-A-B-F-G: Child to Staff Ratio

Not Met

1711-A-B-F-G:

- A. Child to staff ratios are established to ensure the safety of all children.
- B. Minimum child to staff ratios shall be met at all times.
 - 1. There shall be a minimum of two staff members present at an early learning center when more than one child is present.
 - 2. Only those staff members directly providing care, supervision or guidance to children shall be counted in the child to staff ratios.
- F. Minimum Child to Staff Ratios for Type I centers:

Ages of Children	Ratio			
Infants under 1 year	6:1			
1 year		8:1	2 years	12:1
3 years	14:1			
4 years	16:1			
5 years	20:1			
6 years and up		25:1		

G. Mixed Age Groups - Minimum Child to Staff Ratios

- 1. An average of the child to staff ratios may be applied to mixed age groups of children ages 2, 3, 4 and 5.
- 2. Child to staff ratios for children under age two are excluded from averaging.
- 3. When a mixed age group includes children younger than age two, the age of the youngest child determines the child to staff ratio for the group.
- 4. An average may be applied to a mixed age group consisting only of children ages 5 and older.

Finding:

1711-A-B-F-G Based on observations on 1/19/17 the center failed to meet the required child to staff ratio for children of the following ages: 3-4 year old children age 15 with 1 staff. The required ratio for children of this age is 14 children per 1 staff person.

1711-C: Posted Child to Staff Ratio in Classroom

Not Met

1711-C: The Licensing Division form noting required child to staff ratios shall be posted in each room included in the center's licensed capacity.

Finding:

1711-C Based on observations on 1/19/17 the center failed to have the ratio posted in the infants room and the room with the children ages 3-4 years old.

1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following: documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

Finding:

Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) on site and available for review at the center prior to a previously completed form expiring (1705.B). 5 of 6 staff, S1,S2,S3,S4,S5 staff identifiers failed to have documentation of the completed form. Last SCR1 in file is dated 1/5/16. S1 was able to have staff complete new SCR1's before I left the premises.

Statement of Deficiencies

1725-A.-E.: Medication Management Training

Not Met

1725-A.-E.:

- A. Beginning July 1, 2016 - All staff members who administer medication shall have medication administration training.
- B. Whether administering medication or not, each early learning center shall have at least two staff members trained in medication administration.
- C. Such training shall be completed every two years with an approved Child Care Health Consultant.
- D. A licensed practical nurse (LPN) or registered nurse (RN) with a valid nursing license shall be considered to have medication administration training.

Finding:

1725-A.-E. Based on record review/interview(s) on 1/19/17 the center did not have at least two staff members trained in medication administration whether the early learning center administers medication or not, on or after July 1, 2016.

1901-P: Alcohol, Tobacco, etc. Prohibited

Not Met

1901-P: The center shall prohibit the use of alcohol and tobacco and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks and firearms, and pellet and BB guns on the center premises and notice to this effect shall be posted.

Finding:

1901-P Based on observations on 1/19/17 the center lacked a posted notice that prohibits the use of alcohol, tobacco and the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded) on the child care premises.

1903-C: Free of Hazards

Not Met

1903-C: Indoor and outdoor areas shall be free of hazards.

Finding:

1903-C Based on observations on 1/19/17 in S3 classroom with the children ages 3-4 yr old the outlets on the wall are up high however the children are able to reach and have access to them. The indoor area were not free of hazards as several outlets in the room failed to have covers on them..

1909-E: Back to Sleep

Not Met

1909-E: "BACK TO SLEEP" signs shall be posted in the room where infants sleep.

Finding:

1909-E Based on observations on 1/19/17 the center did not have BACK TO SLEEP signs posted in the rooms where infants sleep.

1911-E: Daily Reports for Infants

Not Met

1911-E: Written reports that include the liquid intake, food intake, disposition, bowel movements and eating and sleeping patterns shall be given to the parents of infants on a daily basis. Reports shall be kept current throughout the day.

Finding:

1911-E Based on record review on 1/19/17 the center failed to have daily infant reports written and available that includes food intake, disposition, bowl movements and eating and sleeping patterns. These forms were unavailable to give to the parent as to them not being completed by the center.

1915-A: Health Services - Observation

Not Met

1915-A: Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Finding:

1915-A Based on record review/interview(s) on 1/19/17 the center did not document observations, when something is observed, noted on children upon arrival to the center. Results including an explanation from parent and/or child were not documented. The center does have an accident, incident, or injury form that she uses for those occasions in which those situations occur but specialist advised that the observation form was for a look over upon arrival of the children from the parent or guardian